

**U.S. DEPARTMENT OF ENERGY
AND
NATIONAL NUCLEAR SECURITY ADMINISTRATION (NNSA)
*Executive Survival Skills***

Administered by the USDA Graduate School

Program Overview:	<p>The Graduate School, USDA Leadership Development Program offers four Senior Executive Service (SES) development seminars designed to help employees prepare for selection into the SES. Each seminar reflects different key components of OPM's Executive Core Qualification (ECQ) Competencies. Executive Survival Skills Seminar is one of the four seminars offered.</p> <p>The three-day Executive Survival Skills seminar focuses on challenges facing today's federal leaders and addresses theoretical and practical aspects of leadership essentials for survival in today's changing environment. You learn successful strategies that will expand and enhance your leadership capabilities. Executive Core Qualifications (ECQs) addressed are Leading People, Leading Change, Building Coalitions/Communications and Business Acumen.</p>
Objective:	<p>At the conclusion of the course, participants should be able to:</p> <ul style="list-style-type: none"> • Apply the strategies and tactics of effective negotiation • Balance work/life priorities • Enhance trust among peers, direct reports and superiors • Systematically analyze organizational problems
Audience:	<p>The seminar is open to current members of the SES seeking additional or refresher training in various executive competencies, individuals participating in agency Candidate Development Programs, and those at the GS-14 and GS-15 levels seeking to enhance qualifications for entrance into the SES.</p>
Cost:	<p>Tuition is \$1,395 and is the responsibility of the participant's organization, as are travel and per diem expenses, if necessary.</p>
Program Cycle:	<p>A 3-day program, March 18-20, 2009 or August 19-21, 2009</p>
Nomination Procedure:	<p>Step 1: Employees must coordinate their application package through his or her training liaison/coordinator as well as your supervisor. Step 2: For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment in Course #001572, Session #0004 for March 18-20, 2009 or Session #0005 for August 19-21, 2009. For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. Step 3: When the training request is approved, complete an application package; it must include a résumé or OF-612, a completed USDA program application form (click the dates above), and a training request form (SF182). Step 4: Submit nomination materials to Norman Houghtaling, Career Development Assistant, HC-21 via email, norman.houghtaling@hq.doe.gov or fax (202) 586-9570.</p> <p>The NNSA nomination process will not apply; NNSA employees need to submit their training request through CHRIS Training Workflow for supervisory approval.</p>
Points of Contact:	<p>DOE: Norman Houghtaling, Career Development Assistant, (202) 586-0953 or norman.houghtaling@hq.doe.gov; or Karen Lerma, Corporate Training Officer, Office of Human Capital Management Innovations and Solutions, Enterprise Training Services, HC-21 at (202) 631-9940 or karen.lerma@hq.doe.gov.</p>
Nomination Due Date:	<p>Due by March 6, 2009 and July 10, 2009</p>
Additional Information:	<p>More detailed information on the program is available on the USDA Graduate School Website Graduate School, USDA - Senior Executive Service (SES) Developmental Seminars.</p>